

CHESTERFIELD COUNTY PURCHASING DEPARTMENT
CONTRACT PRICING/INFORMATION SHEET

Balch Automotive And Collision, Inc.
12920 Old Stage Road
Chester, VA 23836

Telephone: 804-748-2323
Contact: Wayne Balch
Fax: 804-309-4593
Email: Balchautocollision@aol.com
Terms: 30 days
F.O.B.: Chesterfield County

CONTRACT SUBJECT: Automotive Body Repair Services
PRODUCT CODE: 928-19
CONTRACT PERIOD: September 1, 2017 through August 31, 2018
(First of Five Terms)
CONTRACT NUMBER: 17-1729, Lots 1, 2 & 3

INSTRUCTIONS

The contractor shall provide goods and services only after receipt of a written or verbal Chesterfield County Purchase Order containing a purchase order number. Any services provided without a written purchase order or a verbal request containing a purchase order number shall be at the contractor's expense.

The using department/schools shall include the applicable contract number on each purchase requisition/purchase order.

Purchase Orders issued against the contract are limited to goods and services contained in the contract.

Inspection of all goods/services received and approval of the Contractor's invoice is the responsibility of the using departments/schools. The pricing on the invoice must be in accordance with the contract pricing.

PRICING

LOT 1 – Light Vehicles (less than 1-ton): sedans, station wagons, sport utility, cargo vans, passenger vans, pick-up trucks, police sedans and utility vehicles, utility service trucks and other light vehicles.

Category	Hourly Rate
a. Body and Fender Type of welding equipment: <u>MIG, TIG</u>	\$39.76
b. Frame	\$28.00
c. Mechanical	\$38.76
d. Paint	\$39.76
e. Decal removal/installation	\$0.00

LOT 2 – Medium-Heavy Vehicles (1-ton and greater): Pick-up trucks (some with crew cab), school buses, dry freight trucks, flat bed dump trucks, tandem axle dump trucks, utility service trucks and refuse packers.

Category	Hourly Rate
a. Body and Fender Type of welding equipment: <u>MIG/TIG</u>	\$ 39.76
b. Frame	\$ 28.00
c. Mechanical	\$ 38.76
d. Paint	\$ 39.76
e. Decal removal/installation	\$ 0.00

LOT 3 – Specialty Vehicles: Heavy police vehicles, cab-over-chassis mobility vans and buses, fire apparatus (engines, ladder trucks) and ambulances.

Category	Hourly Rate
a. Body and Fender Type of welding equipment: <u>MIG, TIG</u>	\$ 39.76
b. Frame	\$ 28.00
c. Mechanical	\$ 38.76
d. Paint	\$ 39.76
e. Decal removal/installation	\$ 0.00

SCOPE OF WORK

- A. The following defines the vehicle types that may be included in the contract:
1. Light Vehicles (less than 1-ton): sedans, station wagons, sport utility, cargo vans, passenger vans, pick-up trucks, police sedans and utility vehicles, utility service trucks and other light vehicles.
 2. Medium-Heavy Vehicles (1-ton and greater): Pick-up trucks (some with crew cab), school buses, dry freight trucks, flat bed dump trucks, tandem axle dump trucks, utility service trucks and refuse packers.
 3. Specialty Vehicles: Heavy police vehicles, cab-over-chassis mobility vans and buses, fire apparatus (engines, ladder trucks) and ambulances.
- B. The Contractor shall provide all labor, materials and equipment including an alignment machine necessary to perform automotive repair services in accordance with all applicable federal, state and local laws and regulations. Work shall include, but not be limited to, the following:

1. Body and Fender:
 - a. Repair and/or replacement of the following components (not all inclusive):
 - i. Sheet metal components
 - ii. Glass, door and window mechanisms
 - iii. Latching devices
 - iv. Bumpers
 - v. Trailer hitches
 - vi. Mounted accessories and devices (fuel tanks, tool boxes, remote power equipment), dump beds, roll over protection security (ROPS), etc.
 - vii. Wood floor decking and floor coverings
 - b. Body Filler – If repairs require use of a body filler product, it shall be applied at a thickness not to exceed 3/16” on the finished repair.
 - c. Welding:
 - i. The Contractor shall use either stick welding equipment, Tungsten Inert Gas (TIG) or Metal Inert Gas (MIG) only. Gas welding is not acceptable.
 - ii. The Contractor shall disconnect all vehicle computer systems and batteries prior to welding. The Contractor shall be responsible for replacement of vehicle computer systems and batteries due to failure to disconnect prior to welding.
 - iii. Bidders shall specify which type of welding equipment will be used as indicated on the BID FORM.
2. Frame: Repair and/or replacement of the following components (not all inclusive):
 - a. Frame rail
 - b. Cross members
 - c. Any component attached or constructed as part of the frame
 - d. Front End Alignments shall be performed as required.
 - i. Thrust angle alignments are required for frame vehicles; four-wheel alignments for uni-body vehicles.
 - ii. A report of the readings after alignment shall be provided with each repair order.
 - iii. Technicians shall be certified by at least one of the following: National Institute for Automotive Service Excellence (ASE), the Original Equipment Manufacturer (OEM), or the Inter-Industry Conference on Automotive Collision Repair (I-CAR).
3. Mechanical: Repair and/or replacement of the following components (not all inclusive):
 - a. Front and rear suspension
 - b. Drive train components
 - c. Radiator condensers, coolers (oil, transmission, power steering)
 - d. Air bags and related sensors and wiring
 - e. Steering columns, including all components and wiring

- f. Lights
- g. Emergency lighting and associated equipment (sirens, speakers, etc.).
- h. Computer controls and associated wiring repairs
- i. Engines
- j. Transmissions
- k. Final drives
- l. Extension slides
- m. Hydraulic components
- n. Steering motors and rack and pinions
- o. Air conditioning – The Contractor's technicians and recovery/recycling equipment shall be certified in accordance with EPA Section 609 for repair, recycling and recharging of air conditioning systems.

4. Paint:

- a. The Contractor shall have at least one paint booth. The Contractor shall prepare vehicles that require re-paint and/or re-finish by removing paint peel, scale and rust in accordance with industry standards.
- b. Unless otherwise specified, finish work shall be accomplished in a three step application (primer coat, base coat, clear coat).
- c. Completed repairs shall be warranted against peeling, bubbling, fading or other workmanship defects.
- d. Paint materials shall be equal to the original paint manufacturer. The paint finish shall be restored to the original manufacturer's finish. Finish shall be tinted and blended to match existing color of vehicle as close as possible.
- e. The Contractor shall mask and protect all parts that are not required to be removed prior to painting.

5. Decals: Remove existing, re-apply new. The County will provide all required decals.

C. General Operation of the Contract:

- 1. The County reserves the right to make an award to two contractors for each vehicle type identified on the BID FORM.
- 2. The County will send vehicles to each Contractor in increments of three (3) on an alternating basis. In the event that the County has more vehicles requiring repair services, and both Contractors have three (3) vehicles in their possession, the County will make a determination which Contractor will receive additional vehicles based on their estimated time of completion.

D. Estimates:

After initial inspection, the Contractor shall provide a repair estimate and estimated time for completion of repairs. Estimates shall be provided at no charge, and shall be itemized in accordance with the Contract rates.

E. Parts/Materials/Supplies:

1. The County maintains an inventory of salvage parts. The Contractor shall remove these parts and use first, as available.
2. If County salvage parts are not available, the Contractor shall provide original equipment manufacturer (OEM) replacement parts for vehicles three years old or newer.
3. For vehicles older than three years, the Contractor may be allowed to provide used or after-market parts, but only with the consent of the County. Failure to obtain prior approval shall result in the Contractor providing OEM parts at no additional cost to the County for parts and labor.
4. The County will make the final determination on whether to use OEM, used or after-market parts for repairs based on vehicle age, mileage, vehicle retention and repair estimates.
5. Damaged parts removed from vehicles shall be retained by the Contractor for 48 hours after delivery of the repaired vehicle for inspection by the County.
6. All parts, materials and supplies shall be provided at the Contractor's actual cost, with documentation submitted with the invoice for payment. Mark ups are not permissible.

F. Labor Rates:

Labor rates shall include all overhead, profit, administrative costs, supervision, individual job/project cost estimations, insurance, truck mileage, union pension fund, worker's compensation, unemployment insurance, social security, etc.

G. Contractor Responsibilities:

1. The Contractor shall comply with all applicable federal, state and local regulations.
2. The Contractor shall operate a fully equipped and operational automotive repair facility. The facility shall have a minimum of three (3) repair bays.
3. The Contractor shall pick up operable vehicles as designated by the County within one business day after notification. Contractor's located outside a ten mile radius of Chesterfield County Fleet operations shall tow the vehicle to the Contractor's facility at their expense. Once repairs are completed, the Contractor shall return the vehicle to the same site, in the same manner unless otherwise specified by the County.
4. Inoperable vehicles shall be towed to the Contractor's facility at their expense.
5. The Contractor shall remove all public safety electronic equipment (lights, radios, antennas, etc.) prior to performing any type of body work to the vehicle. Likewise, the Contractor shall reinstall the equipment to the original equipment manufacturer (OEM) specifications.
6. The Contractor shall perform all work in strict compliance with the appraisal provided by the County's independent appraiser. No additional costs exceeding the appraisal shall be performed without the prior approval of the County. All repairs shall be performed to meet or exceed the

original equipment manufacturers (OEM) specifications and/or their recommended repair techniques. If no repair techniques are recommended by the OEM, then Inter-Industry Conference on Automotive Collision Repair (I-CAR) procedures shall be used.

7. The Contractor shall notify the appropriate County representative of any delays in obtaining parts or completing the work.
8. Vehicle Security:
All County vehicles shall be locked and stored in a secure area or building while in the Contractor's possession.
9. Notification of Hidden Damage/Inferior Repairs:
 - a. The Contractor shall notify the appropriate County Fleet representative immediately upon discovery of hidden damage and/or inferior repairs identified to have been performed prior to the Contractor taking custody of the vehicle and performing any work.
 - b. An estimate of the additional repairs and one photograph of the hidden damage and/or inferior repair shall be provided to the County's appraisal contractor(s) for review within one business day of the discovery.

H. County Responsibilities:

1. The County will designate representatives to work with the Contractor in providing the required services. The following representatives have authority to transmit instructions, receive information, interpret and define County requirements and decisions pertaining to the Contractor's services:
 - a. Light Vehicles and Medium/Heavy Vehicles
Consolidated Vehicle Maintenance Facility
9700 Lori Lane
Chesterfield, VA 23832

Chris Talmage, Automotive Maintenance Supervisor, 804-706-2143 or
Daniel Eggleston, Automotive Maintenance Supervisor, 804-706-7650
 - b. School Buses –

School Bus Maintenance Facility
10201 Courthouse Road
Chesterfield, VA 23832

Ronnie Coleman, Automotive Maintenance Supervisor, 804-748-7154 or
Alphonso Parham, Automotive Maintenance Supervisor, 804-748-1918

Walmsley School Bus Maintenance Facility
7300 Walmsley Boulevard
Richmond, VA 23235

Jeff Roach, Automotive Maintenance Supervisor, 804-748-1557 or
Glen West, Automotive Maintenance Supervisor, 804-748-1557

3. The County will assist the Contractor in obtaining permission to enter public or private property as required for the Contractor to perform services.

SPECIAL TERMS AND CONDITIONS

Cooperative Procurement

This procurement is being conducted by Chesterfield County in accordance with the provisions of Code of Virginia, Section 2.2-4304, as amended. If agreed to by the Contractor, other public bodies may utilize this contract, except for 1) contracts for architectural and engineering services; or, 2) construction contracts. The Contractor shall deal directly with any public body it authorizes to use the contract. The County, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Chesterfield County contract. The County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.

Emergency Work

The Contractor shall give priority to emergency work identified by the County. Emergencies will be justified only for vehicles used regularly by County agencies engaged in public safety services (police, fire, sheriff) for the safety, health and welfare of the general public.

Guarantee of Work

All materials and workmanship shall be guaranteed for a period of twelve (12) months after final acceptance by the County and repairs necessary shall be made by the Contractor at his expense.

Materials and Workmanship

The Invitation for Bid describes the character and features of the best possible materials and workmanship required to perform the work. It is understood that the contract includes any and all work that may be necessary to connect the work done with the adjoining work in a proper and workmanlike manner.

Quality Control

The County will have trained personnel to thoroughly inspect the repair work to verify that all parts on the appraisal have been properly installed, and that the quality of work meets the County's standards. The County will notify the Contractor within 24 hours after vehicle inspection regarding any work deemed to be unacceptable. The Contractor shall be required to pick up the vehicle within 24 hours of notification, make corrections to the work to the County's satisfaction and return the vehicle to the County within 2 business days. No additional charges shall be assessed to the County for any corrective work.

Subcontracts

No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract and compliance with applicable General Terms and Conditions (including, without limitation, the non-discrimination and drug-free workplace provisions).

CONTACT RENEWAL

This contract may be renewed by the County for four successive one year periods under the terms and conditions of the original contract except as stated in subsections i and ii below. Price increases may be negotiated only at the time of renewal. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

- i. If the County elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased by more than the percentage increase of the "Motor Vehicle Body Work" category of the All Urban Consumers section of the Consumer Price Index (CPI-U), U. S. City Average of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/news.release/cpi.toc.htm>.
- ii. If during any subsequent renewal periods, the County elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased by more than the percentage increase of the "Motor Vehicle Body Work" category of the All Urban Consumers section of the Consumer Price Index (CPI-U), U. S. City Average of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be <http://www.bls.gov/news.release/cpi.toc.htm>.

Contract Extension

The County has the right to extend this contract for up to one hundred eighty (180) days following any term on the contract.